Admin Product Update Guide

How to get the most out of the new intelligent hiring experience.

Linked in

Introducing a new experience that makes it easier to build great teams

The new intelligent hiring experience helps streamline your day with a more seamless workflow.

This guide will highlight some of the exciting new features headed your way. It will explain what to expect, how to prepare your team, and where to go for questions and additional help.

Let's get started.

In this guide

Enhanced admin experience

The LinkedIn intelligent hiring experience will soon have an updated admin experience that lets you control and manage users more easily.

Separate license types and roles

Increase flexibility and control with a new license model that separates license types and roles.

We are transitioning to a new construct of licenses and add-ons that maps to your existing Recruiter seats. There will be two types of licenses: a **Project Creator** and a **Project Collaborator**. Please see the table below, which shows how our new user management terminology maps to our previous user management terminology.

Coming soon

Add users   ✕

Add users (1,230)	License type
Enter emails separated by commas	Hiring Project Creator (1,674 available) ▼

Add-ons

☐ Recruiter Searcher (948 available)

☐ Talent Solutions Administrator

👤 mcglynn_alvera@flexis.com
New user ✕

👤 schowalter.mallory@flexis.com
New user ✕

👤 erling_harber@flexis.com
New user ✕

👤 prohaska_callie@flexis.com
New user ✕

👤 darron_hansen@flexis.com
New user ✕

Cancel **Add**

| Previous terminology: **Seat**	New terminology: **License + Add-ons**
Recruiter Seat	Project Creator License + Recruiter Search Add-on
Recruiter Seat with Admin Privileges	Project Creator License + Recruiter Search Add-on + Talent Solutions Administrator Add-on
Hiring Manager Seat	Project Collaborator License
Dashboard Manager Seat	Project Creator License

Invite users with their work email

Easily invite users to Recruiter with any work email address, even when it's not associated with a LinkedIn profile.
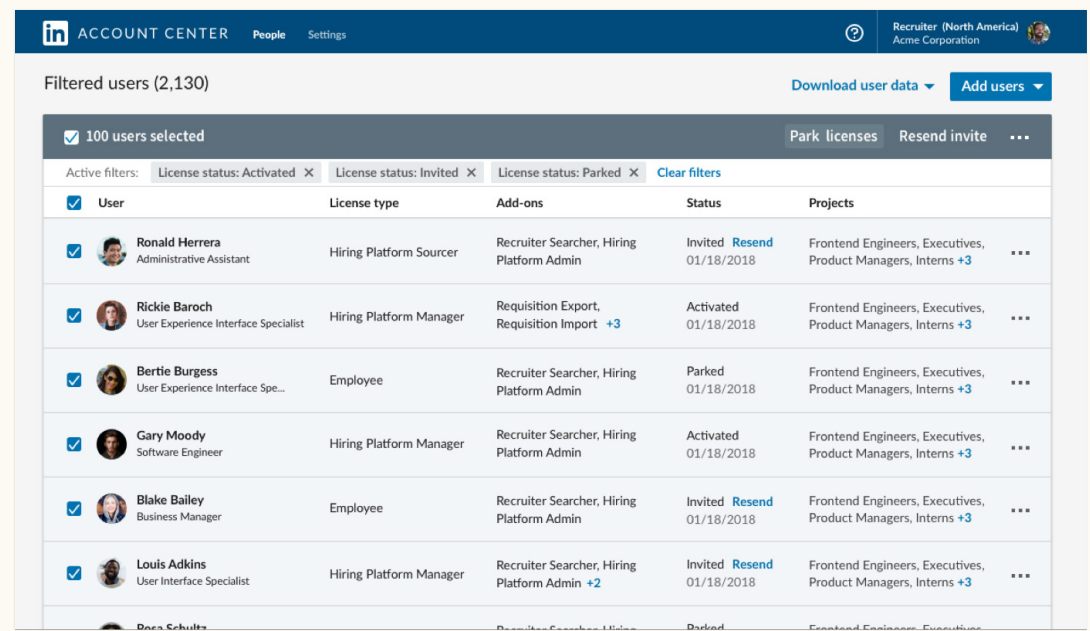
Coming soon
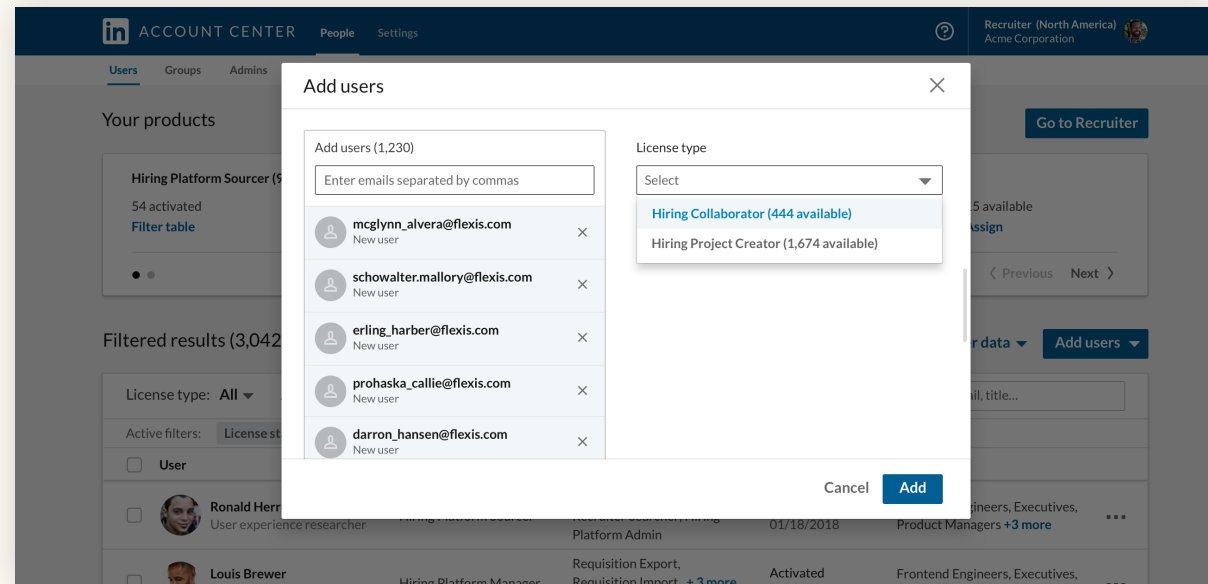
Quickly take action

Take bulk actions – like assigning a license, parking, or revoking a license – on many users at once.

Coming soon

Enhanced admin experience

Assign licenses in bulk

Quickly assign licenses to large groups of seatholders by uploading a CSV file of user names.

Coming soon

See a clearer picture of your Recruiter users

Precisely manage user data by downloading up to 16 user attributes to a CSV file.

Coming soon

Preparing your team

Creating a better hiring experience for your team starts with you.

The following admin checklist can help you prepare your team for the new features heading their way.

The admin checklist

These steps can help you get the most out of a new way of working now, while setting your team up for success down the road.

Step 1: Be sure to check out the LinkedIn intelligent hiring experience resources.

Step 2: Visit the FAQ page for answers to common questions.

Step 3: Sign up for the webinar and live Q&A session. Encourage your team to do so as well.

Step 4: Make sure each Recruiter user has signed in to the new experience so they can start familiarizing themselves.

Activation process

Before activation

Thirty days before your new experience is activated, you will see an in-product notification displaying a countdown. When that 30-day period is over, the new experience will be turned on and all of your existing data will be transferred.

Activation day

At activation, a 30-day temporary opt-out period will begin. You may opt out of the new experience and return to the previous experience at any time during this 30-day period if you feel your team needs more time to prepare for the changes.

Postponing activation

Only admins can opt a contract out of the new experience. If this action is taken, **all users** on the contract will be opted out.

Once this 30-day opt-out period is over, your account will permanently transfer to the new experience and you will not be able to extend the opt-out. We believe that 30 days should be sufficient additional time to prepare your team for the new experience, but if this causes problems for your team, please reach out to your LinkedIn Account team for assistance.

Updates your team will love

From creating a unified pipeline of candidates with sourced leads and job applicants all in one place to receiving intelligent candidate recommendations, here are some of the big upcoming changes and features your team can expect. When combined, they make the hiring process seamless and save time for you and your team.

Improved collaboration

Work better together.

Meet the new collaboration tools that keep the hiring process running smoothly. Now you can see your teammates' messaging history with candidates right on the candidate profile. This new experience also gives you the ability to solicit feedback and reply to your teammates' notes directly on the candidate profile.

See all candidate communication history in one place

View your teammates' communication history with candidates right in the candidate profile view.

Mae Norris `in` · 3rd

Awesomest Account Manager

Freshing • California Institute of Technology
Greater Chicago Area • 345 👥

✉ **Add email address**
📱 **Add phone number**

Message **View Scorecard** ···

● Active in 1 project
TPM_ENG_SF_Q1 2014   Interview (Onsite Interview) ● Awaiting scorecards (2d ago)

Profile   Project (3)   **Message (3)**   Interviews & Feedback (1)   Attachment (1)

Messages

No email*

| ✉ | **Onsite interview with Acme (4)** 🌐 | James Smith • Jan 12 2018 |
| | from James Smith and Carolyn Lao ✓ Interested | Hi Mae, I'll check with the team and figure out a time that works… |

| in | **Opportunity with Acme (3)** 🌐 | James Smith • Jan 8 2018 |
| | from Carolyn Lao ✓ Interested | Hi Mae, I'll check with the team and figure out a time that works… |

| in | **Opportunity with Acme (2)** 🌐 | James Smith • Nov 2 2017 |
| | from Carolyn Lao ⊖ Not Interested | Hi Mae, I'll check with the team and figure out a time that works… |

Onsite interview with Acme   ✕

✉ carolynlao@acme.com   🔒 ▾

Carolyn Lao · 11:21 am
Onsite interview with Acme

Hi Mae,

We'd love to bring you onsite to talk with the team at ACME, I've cc'ed our coordinator James Smith. He will have follow up instructions on how to set-up a time with us! Looking forward to meeting you in person, and feel free to e-mail both of us if you have any questions.

James Smith · 2:13pm

"Hi Carolyn,

I'll be helping us set up the best time for ACME and you to come onsite, can you provide me three 2 hour time slots that you can come onsite? Preferably within the next two weeks."

Jan 10

Mae Norris · 2:20 pm

"Hi James,

Thanks for helping set this up! I'm free Weds (Jan 11) from 10 am - 2 pm, Friday (Jan 13) from 11am

Easily discuss candidates with your team

Now you can tag individual team members in notes to start a conversation from directly within a candidate's profile. You can also reply to notes and control who sees the conversation.

Notes (0)

@Wi|

Will Miller
Title at Company

Will Yoshimura
Title at Company

Will Ferrell
Title at Company

Will Hamlin
Really really really really really really long ti

William Pong
Title at Company

Notes (0)

@William Pong I noticed that you've worked with Mae in the past. Would you recommend her for @Dan Reid's team? |

Make this note visible to

○ Only me

● Everyone in **SR TPM_ENG_SF_Q1 2018**   Change

○ Everyone in my company

Cancel   Add

Notes (1)   + Add note

Kevin Smith   👥 1h ago

@William Pong I noticed that you've worked with Mae in the past at NASA from 2012-2014. Would you recommend her for **@Dan Reid**'s team? (edited)

William Pong   3m ago

Yes, she's great. Have you reached out to her?

Kevin Smith   1m ago

Not yet. Could you make an intro?

Absolutely! Let me know more about the open position. I'll reach out to her.

Add   Cancel

Increased productivity

A better way to work.

We're creating a new seamless workflow that will make your day more efficient. From a new homepage to slide-in candidate profiles, you can now see more, and do more.

Interacting with slide-in candidate profiles

A new slide-in candidate profile view provides more candidate information, so you no longer have to toggle between Recruiter and Linkedin.com.

Now candidate profiles slide in from the right and appear over search results, ensuring that you never lose your place in a search. You can also easily toggle between tabs across the top of each candidate profile to see additional insights, view feedback from your team, or attach files. It's everything you need, all in one place.

From search results

Mae Norris · 3rd
Awesomest Account Manager
Freshing • California Institute of Technology
Greater Chicago Area • 345

Add email address
Add phone number

Message | Save to project | ...

Profile | Projects (0) | Messages (1) | Interviews & Feedback (1) | Attachments (1)

Summary

"Named deputy partner manager and systems engineer for the Lunar CATALYST program. Defined systems... Show more

Open to new opportunities
Following your company page since Jun 16, 2015
5 connections

Experience

Account Manager
Freshing
Jan 2014 – Present • 1 yr 8 mos
Greater Chicago Area

5 of your employees came from Freshing

ASCENT ABORT 2 (AA2): Named systems engineer for the AA2 test flight of the Orion vehicle. Defined systems engineering processes, developed products, and led a multi-center NASA team. Provided technical and systems engineering support to the development flight instrumentation subsystem.

LANDER TECHNOLOGIES: Named deputy partner manager and systems engineer for the Lunar CATALYST program. Defined systems engineering processes and led a multi-center NASA team in supporting commercial partner lunar vehicle development.

COMPOSITE MATERIAL STUDIES: Navigated the organization through several challenging studies of

Increased productivity

Easily manage candidates across hiring channels with a new unified pipeline

The LinkedIn intelligent hiring experience lets you manage sourced leads and applicants all in one place.

You can now easily add a job to your search project, allowing you to view both your sourced leads and job applicants in the new Talent Pool tab. You can then add any of these candidates to a single pipeline.

Increased productivity

Do more with the new homepage

The new homepage makes launching right back into your workflow a breeze, with new features that let you:

- Start a new search from any page in Recruiter – the search box now sits in the top navigation bar
- Easily resume work on existing projects with quick access to recent and pinned projects
- Quickly review hiring manager feedback
- Receive notification badges for new messages, feedback requests, and more

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in RECRUITER   Projects   Jobs   Campaigns   Reports   🔍 Search for a project, candidate or start a n

Teresa Flores

● **Recent projects**
Global pipeline
○ Uncontacted (211)
○ Contacted (1)
○ Replied (0)

○ Give profile feedback ↗
○ View profile feedback

Recent projects   View all

⭐ **Contract Marketers in New York**   ID: 12345
Created 28d ago
Owner: James Smith
👥 24 candidates

⭐ **Senior Project Managers in New York**   ID: 12345
Senior Project Manager · New York City · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 40 candidates

☆ **Senior Project Managers in San Francisco Bay Area**   ID: 12345
Senior Project Manager · New York City · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
● Landing page (active) : 124 leads (5 NEW)
👥 40 candidates

☆ **Sales Contractor in Vancouver**   ID: 12345
Associate Salesmen · Vancouver · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 32 candidates

☆ **UX Designer in Calgary**   ID: 12345
UX Designer · Calgary, Alberta · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 32 candidates

☆ **UX Designer in San Francisco**   ID: 12345
UX Designer · Calgary, Alberta · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 32 candidates

☆ **UX Designer in Seattle**   ID: 12345
UX Designer · Calgary, Alberta · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 32 candidates

☆ **UX Designer in Calgary**   ID: 12345
UX Designer · Calgary, Alberta · Created 28d ago
Owner: James Smith
● Job post (Open): 24 applicants (3 NEW) ⌄
👥 32 candidates

☆ **UX Designer in Calgary**   ID: 12345
UX Designer · Calgary, Alberta · Created 28d ago

Increased productivity

Close the communication loop with job applicants

You can use the new rejections feature to send rejection messages to applicants in bulk or individually – all in just a few clicks.

Reject Timothy

✕

Record why you rejected Timothy

Select a rejection reason ▾

🔒 Rejection reasons will not be shared with the applicant

Send rejection message   On ⬤

Hi Timothy,

Thank you for your interest in the Software Engineer position at Flexis in Denver. Unfortunately, Flexis did not select your application to move forward in the hiring process.

Regards,
Flexis

👁 Preview

ⓘ The message is sent by LinkedIn. You identity won't be shown.

Cancel   ✉ Reject and send message

Select a rejection reason
Candidate did not meet basic qualifications
Candidate is ineligible to work in location
More qualified candidate selected
Candidate withdrew
Candidate not considered/ reason not specified
Other

The intelligent hiring experience makes hiring more productive and collaborative, simplifies license management, and brings teams together.

It also gives admins and users a foundation for the future.

Resources

As you begin to use the LinkedIn intelligent hiring experience, we're here to help with resources, training, and support every step of the way.

Recruiter Help Center
Still can't find an answer? Visit the Recruiter Help Center.

One-on-one guidance
If you have more questions, please reach out to your LinkedIn Account team.

Linked in